

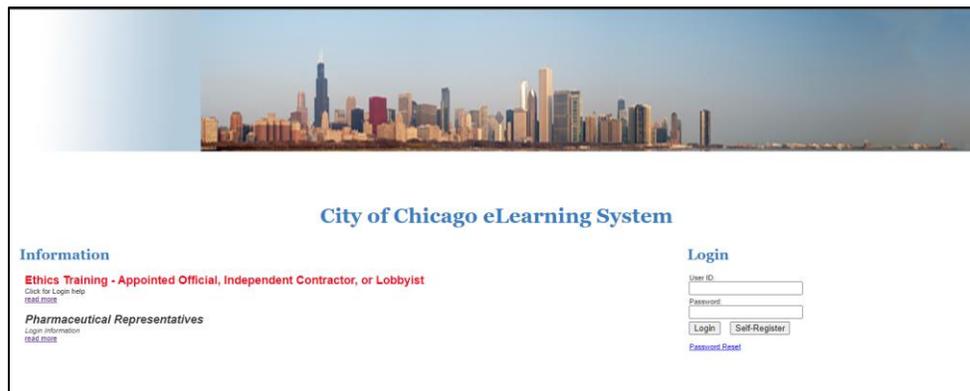


How to Access Chicago eLearning to take the Ethics Training

Use the following steps when accessing Chicago eLearning:

Copy and Paste or Type the following into a **Google Chrome** web browser:

<https://chicago-learning.cityofchicago.org/ekp/servlet/login?getnews=Y>



- The User ID is provided in your Enrollment Confirmation Email
- Default Password: See information in Notification Email (sent separately)

Once you are successfully logged in, you will be required to create a new password.

- The password must contain at least 6 characters using any combination of letters and numbers and must include at least one special character (%\$#!).
- You **MUST** keep a record of this password in a safe place. You may need to use it again in the future.

Once you are logged in, look at the **Enrollments** section of the home page where you will find the Ethics training.

Click on the **course name** to launch the training module from the home page.

Follow the instructions within the course to complete the training.

Contact Us:

Please contact our helpdesk at **312-546-9458** should you need any assistance with the Chicago eLearning system.

The hours for support are:

Monday thru Friday: 8:00 am to 5:00 pm Central time. If we are not able to get to your call or if you are calling outside our business hours, please leave a detailed message and a representative from our team will get back to you as soon as possible.